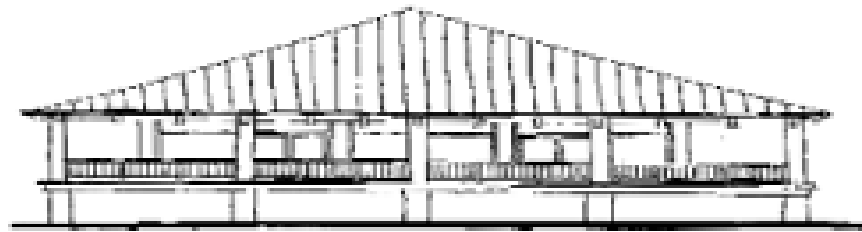


Reed Creek Park

Rental Facility

Packet of Information



For booking information contact:
Savannah Rapids Pavilion
(706) 868-3349
www.savannahrapids.com

Reed Creek Park is a passive recreational interpretive area with raised boardwalks that take you through an active wetland environment. This 15-acre park is a natural habitat for all types of local flora and fauna. Many types of reptiles that are native to this region can be seen while visiting the park.

The rental facility is overlooking the wetland park and is available for rent for private and corporate events. The rental room is approx. 23' x 40' that is perfect for many types of events including birthday parties, bridal showers and even meetings. Groups ranging in size from 20 – 50 can be accommodated depending on style and type of event.

The information below is general information that will assist you in preparations for your event. Please read it carefully and notify the sales staff at SRP with any questions or concerns you may have.

Booking Procedures:

- Contact the sales office of Savannah Rapids Pavilion to inquire about availability at (706) 868-3349.
- Once a date is secured, a rental deposit of 50% of the rental is required along with a signed contract to guarantee your date.
- No date is guaranteed without confirmation of receipt of the above items.
- At least two weeks prior to your event date, a floor plan and confirmation of start and stop times as well as any other details will be reviewed with SRP staff.
- If alcohol is to be served, a deputy will be required at the renter's expense. Times of the deputy's schedule will be determined by your rental time.
- No rental will go beyond 12 midnight with the clean up being 100% complete no later than 1am.
- Rentals may vary from 4 – 10 hours per event, depending on the renter's needs. This includes set up, clean up and actual event time.
- A staff person will be assigned for the duration of the rental time.
- Any damages will be noted at the end of the rental and deducted from the damage deposit if necessary.
- After your event has passed, a review of your event folder will be done and the damage deposit refund will be processed.
- Please allow 10-14 business days for its return.
- The damage deposit refund will be a Columbia County Board of Commissioners check and will be sent to the address written on the rental contract.

Cancellation Policy:

- Renter has 24 hours from the time of booking to rescind the contract without penalty.
- After the initial 24 hours, the remaining policy will be in effect.
- More than 120 days prior to the event day, refund will be process for the amount paid to date minus a surcharge deduction of \$25.00.
- Between 119 and 60 days prior to event day, the 50% rental deposit will be lost but no additional fees will be due.
- Between 59 and 0 days prior to the event day, 100% of the rental fee is lost or due, any damage deposits that have been paid will be refunded.
- The renter will be given the option of changing the date of the event, one time. If a date change is made, no refund will be due, no matter what.
- Any changes or cancellations must be made in writing, by the renter. Confirmation of receipt is required before any refund can be processed.

House Rules:

- The renter may begin decorating and loading in for their event at the specified rental time.
- All vendors, caterers, florists etc, must comply with times of rental contract, with no exceptions.
- Confetti, glitter and pyrotechnics are strictly prohibited on the site.
- Trash must be thrown in appropriate receptacles.
- Set up of tables and chairs is included in your rental fee and will be done before the renter is given access to the facility.
- No kitchen is offered with this room, however food is allowed.
- No ice is offered with this facility.
- Last minute changes in a floor plan arrangement are the renter's responsibility.
- The last hour of rental is always to be used as the "clean up hour". No exceptions will be made.
- Renter is expected to remove all garbage, decorations and other items used during the event.
- No vacuuming is required.

- If excess clean up is required after an event, the renter will forfeit all or a portion of the damage deposit.
- If alcohol is served, a deputy is required at the renter's expense. Scheduling of the deputy will be done by SRP staff.
- BYOB is strictly prohibited.
- Any decorating done must not create permanent damage, i.e. holes in walls, stains on carpet etc.

Rental Fees:

Daytime Meetings	4 hrs. - 100.00	Monday thru Friday 7am – 5pm
	6 hrs. - 125.00	
	10hrs. – 150.00	
Evening Rentals	4 hrs – 120.00	Rentals ending after 5pm – Mon – Fri All day Saturday and Sunday
	6 hrs. - 150.00	
	10hrs. - 175.00	

* A refundable damage deposit of \$100.00 will be charged for each rental.

Vendor Rules:

- All vendors must comply with renters contract including start and stop times.
- Any mess created during set up is the vendor's responsibility to clean up.
- Any boxes must be broken down before disposal.
- Removal of items is the vendor's responsibility immediately after the event. NO items are to be left behind.
- Items lost or stolen are not the responsibility of SRP Staff.

Parking:

- 25 free parking spaces are available, including 2 handicap spaces.
- No parking spaces will be reserved.

**The walkway and room are handicap accessible.
Restrooms are available through an outside entrance.**

Directions:

From Washington Road and Fury's Ferry intersection:

Continue north on Fury's Ferry Rd. Turn left onto Park Lane. (across from the Westlake entrance)

Continue to the dead end.

The address is: XXXX Park Lane
Martinez, GA 30907

From Belair Road:

Cross over Washington Rd. and to go Evans to Locks Rd. (1st intersection)

Turn right onto Evans to Locks Rd.

Continue on Evans to Locks Rd. to Fury's Ferry Rd. (approx. 5 miles)

Turn right onto Fury's Ferry Rd.

At Park Lane, turn right

Go to the dead end.

